



Natural Resources Conservation Service  
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October 16, 2007

**WEST VIRGINIA BULLETIN NO:** WV300-8-1

**SUBJECT:** LTP – FY2008 Conservation Security Program (CSP) Annual Payments

**Purpose:** To provide information and instructions to offices for completing the FY2008 CSP annual payments.

**Expiration Date:** September 30, 2008

**Action Required By: February 1, 2008**

Annual payment and new practice payment procedures are described in the 440-Conservation Program Manual, Part 518, Section 518.84.

The annual payment for the established conservation system is to include the stewardship payment, the existing practice payment, and the established enhancement activities that have previously been applied and are a recurring part of the conservation system. The initial annual payment will not include payment for new enhancements or new practices which are not ready for certification and payment. New practices and new enhancements are to be certified and approved for payment only after they are documented as established.

CSP enhancement activities are based on the level of stewardship performed on an agricultural operation system level. Where feasible, system extents should be used as opposed to actual yearly extents. It is not expected or feasible for yearly modifications to be processed to capture the exact extent of an enhancement activity.

Because the participant agrees to maintain at least the benchmark level of treatment, changes in extent of a benchmark enhancement to a lesser amount would constitute a potential contract violation. Changes upward would constitute a contract improvement and need to be addressed during an announced contract improvement modification request period.

A contract status review will be completed on all CSP contracts before the annual payment is processed. Refer to status review procedure in 440-Conservation Program Manual, Part 512, Section 512.55 for instructions. Do not process the FY2008 payment if the contract participant is in violation for FY2007. Prior year non-compliance issues must be addressed by January 1, 2008 so you will still have time to meet the deadline for completing FY2008 annual payments.

CSP modification buttons will be active during the annual payment process to allow changes in participant information which are critical to processing annual payments. **This is not a contract improvement modification period.** CSP contract modification requests must have the



concurrence of both the Assistant State Conservationist – Field Operations and the Assistant State Conservationist – Programs prior to initiating the modification process. All CSP modifications must be approved by the State Conservationist in ProTracts.

Contract participants will be able to receive their FY 2008 annual payment before December 31, 2007, or will be able to elect to defer the payment until after January 1, 2008. A sample letter is attached that can be sent to contract holders describing these payment options.

**Field Offices are to immediately begin processing CSP FY 2008 annual payments. All FY 2008 CSP annual payments are to be processed no later than February 1, 2008.**

Only those employees who have received an allocation of CSP Technical Assistance funds will charge their time to this activity.

If you have questions, please contact Herbert G. Andrick, ASTC-Programs, at (304) 284-7560

/s/

KEVIN WICKEY  
State Conservationist

Attachment

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